

# **CITY OF TROY**

## **SIDEWALK REPLACEMENT LOAN PROGRAM GUIDELINES**

### **ELIGIBILITY**

- A. Owners of property located within the limits of the City of Troy.
- B. This is a loan program, where the Owner will pay back to the City of Troy, the monies borrowed, plus interest, to pay for installing new or replacing existing sidewalks, curbing and other related work completed within the City Right of Way.

### **APPLICATION PROCESS**

- A. Property Owners will apply for this program by submitting a completed application to the City Engineer's Office. Only applications with the proper documentation will be accepted. Documentation shall include a driver's license (or another type of photo identification) and one current (dated within 30 days of submittal date) type of billing, such as a phone or cable bill, received in his or her name at the address listed on the application to verify ownership.
- B. Application packages are available at the City Engineer's Office. Property owners may also call 270 -4583 between 9:00 and 4:00 to have a package mailed to their residence
- C. The Application package shall include a site plan depicting accurate measurements as to the length and width of the sidewalk to be replaced, type of material of existing sidewalk, desired material of new sidewalk (asphalt is not acceptable), location of new tree pits and any visible utility structures and the direction of drainage flow, if known..
- D. Fully completed application packages with all of the required documentation must be submitted to the City Engineer's Office.
- E. All applications will be screened by the City Assessor's and Treasurer's Office to verify ownership of property and that all taxes and water bills are paid up todate.

### **OWNER'S RESPONSIBILITIES**

- A. Owner must submit the completed application package with the required documentation.
- B. Owner and City personnel will inspect the site thoroughly and document any existing deteriorations, defects, cracks, damages, etc. prior to entering an agreement. A series of photographs will be used by the City to validate any pre-existing conditions prior to construction.
- C. Owner is advised to inspect his/her water service into the property and consider installing a new service, if the existing is determined to be lead. The Department of Public Utilities will provide an inspection of your existing service to help make a determination, if you need assistance.
- D. Owner is advised not to utilize any salt based products to de-ice the new sidewalk for the first winter season. Failure to comply will result in a voiding of the one year guarantee from the Contractor.
- E. Owner agrees to water daily, or as needed, any newly seeded areas adjacent the new sidewalk until growth is established.
- F. Upon acceptance in the program, the owner will enter into a loan agreement with the City of Troy.
- G. Owner will enter into a contract agreement; to have the sidewalk construction performed, with the low bidder solicited by the City.

## **CITY'S RESPONSIBILITIES**

- A. City will review all site plans, perform a field inspection to verify the existing conditions and measurements, reconcile any discrepancies, omissions, etc. and prepare a final scope of work. The scopes of work will be compiled and the City will prepare a single bid for all of the work with unit prices for any additions and/or deletions.
- B. City will solicit bids for the proposed work and provide the Owner with the name of the low bidder, so that the owner may enter into an agreement with said Contractor to have the work performed.
- C. City will determine if the existing curbing is reusable or whether new is required. If new is required, the City will determine what type of curbing is to be utilized.
- D. City will design the final grade layout and alignment of the new sidewalk.
- E. City will review the site with the Contractor and Owner to mark out the project limits.
- F. City will inspect the construction.
- G. City will photograph and/or videotape the project site before and after the construction.
- H. City Department of Public Utilities will provide a new water service shutoff valve box, if required, at no cost to the Owner, for the Contractor to utilize in the construction.

## **CONTRACTOR'S RESPONSIBILITIES**

- A. Contractor will obtain a barricade permit and any other applicable permits (City will waive any permit fees).
- B. Contractor shall contact Niagara Mohawk to check gas service for possible leaks and order a new gas shutoff if required.
- C. Contractor shall be responsible for replacing, at his own expense, any sidewalk panels that are vandalized or defective prior to their acceptance by the Owner.
- D. Contractor shall guarantee his workmanship for one year from the date of acceptance by the Owner.

## **AGREEMENTS**

- A. The Owner will enter into a notarized Loan Agreement with the City of Troy outlining the provisions of the loan including the amount of the loan principal, payment schedule, interest, penalties, prepayment requirements if the property is sold prior to satisfaction of the loan and filing of a lien on the property for failure of payment.

# SIDEWALK REPLACEMENT LOAN APPLICATION

Owner(s) name(s): \_\_\_\_\_

\_\_\_\_\_

Project address: \_\_\_\_\_ Troy, New York

Telephone: Home # \_\_\_\_\_ Business # \_\_\_\_\_

Description of sidewalk project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have received and read a copy of the City of Troy Sidewalk Replacement Program Guidelines and agree to comply with all requirements contained therein.

I understand that upon approval of the proposed work specifications and receiving the projected cost from the City of Troy, I will commit to entering into a loan agreement with the City of Troy within 30 days or this application will be denied.

I understand that DPU personnel will be available to perform an inspection into my property to assist in making a determination as whether or not my existing water service is lead. I also understand that if it is lead, that the City recommends that I consider having this line replaced at my own expense now while my sidewalk is already under construction, thereby eliminating the need to excavate my new sidewalk at a future date. Whether or not I decide to replace any lead lines at this time will not have any affect in the approval process of my application.

I understand that the City recommends that I ***not utilize any salt-based products to de-ice the new sidewalk during the first winter season.***

I agree to water daily, or as needed, any newly seeded areas adjacent the new sidewalk until growth is established.

I further release the City of Troy from all liabilities, which may arise because of this project.

I certify that I am the legal owner occupant of the property described above and that all information in this application and in the attached documentation is true and complete to the best of my knowledge.

Name(s): \_\_\_\_\_ (Please Print) \_\_\_\_\_ (Please Print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Ownership Verification** (to be completed by Assessor's Office)

Applicant is said owner YES\_\_\_\_ NO\_\_\_\_ Verified By: \_\_\_\_\_

## **Payment of City Taxes and Water Bill Verification** ( to be completed by City Treasurer's Office)

City Taxes Paid Up Todate YES\_\_\_\_ NO\_\_\_\_

City Water Bills Paid Up Todate YES\_\_\_\_ NO\_\_\_\_ Verified By: \_\_\_\_\_

Approved by: \_\_\_\_\_

Approval Date: \_\_\_\_\_

Title: \_\_\_\_\_